


30 March 1984

MEMORANDUM FOR: Acting Chief, Career Management Staff, DDA

FROM:


Assistant Director for Career Management/OF

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SUBJECT: Career Training Program

REFERENCE: Your memorandum, same subject, dtd 5 March 1984

Jim:
1. The three day segment of the POC/DA which has been allocated to OF will be used to make the following presentations:

- ° Overview of the Office of Finance
- ° Time and Attendance (T&A) Reporting (Including Electronic T&A Reporting - ETAR)
- ° Travel Workshop
- ° Class B Workshop
- ° Field Accounting System/Craft
- ° Approval/Certification responsibilities

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2. Exposure to the following DA functions should prove beneficial to program participants:

- A. Office of Logistics (OL)
 - ° Procurement and Contracting Responsibilities
 - ° Property Requisitioning Authority (PRA System)
 - ° Capabilities of OL
- B. Office of Personnel
 - ° Benefits and Services
 - ° Applicant Processing System
 - ° Policy, Analysis and Evaluation
 - ° PMCD
- C. Office of Security
 - ° Clearance Process
 - ° Personal/Physical Security

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4. A summary of the primary qualifications desired by the Office of Finance for candidates to the CT Program are as follows:

- ° Strong academic credentials/Bachelors Degree or preferably a Masters Degree with Accounting as a major
- ° Excellent oral and written skills
- ° Strong interpersonal skills

Candidates accepted for this program will EOD between the grades of GS-07 and GS-09, depending on their qualifications and experience.

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